

SUBJECT*eProcurement Services***RECOMMENDED ACTION**

To authorize the President and CEO to continue the two-year contract with PlanetBids, Inc., for eProcurement services at a cost of \$91,550 with three, one-year options at \$46,275 each year, including a five percent contingency, for a total authorization amount not to exceed \$242,000.

BACKGROUND

In support of Long Beach Transit's (LBT) five strategic priorities: Improve Safety and Service Quality; Exercise Financial Accountability; Foster Employee Engagement; Enhance Customer Experience; and Promote Community and Industry Focus, LBT wants to more effectively communicate with its suppliers, and the community it serves by providing a fair and open e-commerce procurement platform.

In 2016, LBT initiated a two-year pilot program with PlanetBids to post online solicitations. PlanetBids is a fully automated web-based supplier and bid management system that allows the posting and advertising of all solicitations in a centralized location and ensures that all suppliers receive the same communications. This system simplifies the process of doing business with LBT by providing suppliers with a searchable online database of current bids and solicitations. LBT seeks to continue using this platform on an ongoing basis.

PROCUREMENT

LBT issued a Request for Proposal (RFP) to several qualified firms and received six qualified proposals. The proposals were evaluated based on the following criteria: system features, qualifications, implementation (work plan), customer support and cost.

After the initial scoring, three firms were given the opportunity to submit a best and final offer (BAFO). The combined technical score and overall cost of PlanetBids resulted in their selection. PlanetBids, Inc., located in Woodland Hills, California, was found to be responsive and responsible by LBT's Purchasing department at a cost of \$91,550 for a two-year contract. The Purchasing Department included option years into the initial contract with the purpose of substantiating the systems capabilities before committing to the service.

DBE/SBE PARTICIPATION

A Small Business Enterprise (SBE) goal was not established due to the specialized nature of this solicitation.

ALTERNATIVES CONSIDERED

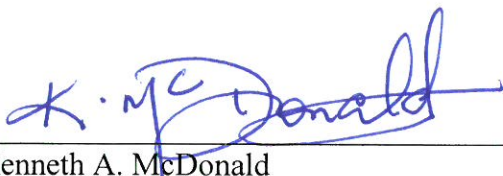
The Board may choose not to award this contract, resulting in the current contract expiring on March 31, 2018. However, staff does not recommend this option as PlanetBids has proven to be an important and effective procurement vehicle for soliciting goods and services.

Moreover, PlanetBids is not just a tool used for posting and advertising solicitations. This solution has been instrumental in staff better managing contracts, increasing and expanding outreach to potential suppliers, establishing an emergency operations supplier database, as well as considerably reducing the processing time and efficiency for bids when compared to performing a manual process.

BUDGETARY/FISCAL IMPACT

Staff is requesting LBT's Board of Directors to authorize the President and CEO to continue the two-year contract with PlanetBids, Inc., for eProcurement services at a cost of \$91,550 with three, one-year options at \$46,275 each year, including a five percent contingency, for a total authorization amount not to exceed \$242,000.

Funds for this contract were included in the Fiscal Year 2018 Operating Budget.



Kenneth A. McDonald
President and Chief Executive Officer